

March 7, 2024

TO: Local Union Presidents, Recording Secretaries, Chairpersons, Stewards, Health and Safety Representatives, Women's Advocates, EFAP Representatives, Mental Health Advocates, Standing Committee Members (Outside of Quebec)

Unifor Biennial Employee & Family Assistance Conference

“MAKING THE CONNECTIONS ON MENTAL HEALTH AND ADDICTIONS”

May 10 – 12, 2024

Unifor Family Education Centre, Port Elgin ON

Calling all local union leaders and workplace representatives. The EFAP Conference will provide delegates with the tools to make meaningful connections, provide appropriate support and advocate for our members and their families struggling with mental health and addictions.

Through excellent speakers and facilitators, this Conference will:

- Explore how to set up safe spaces and environments so that someone struggling doesn't have to feel ashamed of who they are and what a mental health diagnosis looks like for them in the workplace
- Teach you how to talk about emotions for people who hate emotions
- Learn about 12-step programs for addiction
- Education on how to make an effective, culturally appropriate referral to workplace or community resources
- Provide information and skill-building opportunities for you to best connect with individuals who have experienced GRIEF
- Discuss what follow-up, recovery and self-care look like
- Allow you to explore how to be a solid ally and build a solidarity network.

REGISTRATION

The fee to register for this Conference is \$60.00. Please forward a cheque payable to Unifor to jessica.glass@unifor.org with EFAP Conference registration fee in the notes **no later than April 19, 2024.**

Registration is available online by visiting: <https://register1.unifor.org/>

Login information for the registration portal has been sent to all Local Union Presidents. If you need assistance with the online registration system, please email registration@unifor.org.

ACCESSABILITY

Unifor is committed to dismantling barriers that exclude our membership from equal participation in their Union and will take every reasonable step to address any substantiated, human-right related needs requiring accommodation. Please email all accessibility requests to jessica.glass@unifor.org.

RESERVATION FORM

This Unifor Family Education Centre Reservation form must be fully completed and sent along with the accommodation fee **no later than April 19, 2024** to:

Unifor Family Education Centre
115 Shipley Avenue, Port Elgin ON N0H 2C5
RE: Unifor Biennial EFAP Conference

Email: confcentre@unifor.org

Room and board fees for the Conference (accommodation & meals) are as follows:

Shared Room (with another delegate)	\$245 per delegate, per night
Single Room (one person in room)	\$320 per delegate, per night
Single Room with partner or child (17+)	\$395 per delegate, per night
Child 12+ years old	\$ 75 per child
Child 5 to 11 years old	\$ 50 per child
Child under 5	\$20 (no charge under age 1)

Note: If family member(s) are being paid for by the individual and not by the local, the local pays the 'single occupancy' rate and the following rates apply (including taxes):

- Spouse or child aged 12+ = \$75.00 + tax extra per night
- Child age 5 to 11 = \$50.00 + tax per night
- Child age 1 to 4 = \$20.00 + tax

Please note: Double occupancy units are also equipped with a separate study room which includes a single fold-out 'Murphy bed' for those wishing additional privacy.

Room reservations and cancellations will only be accepted in writing by email to confcentre@unifor.org. Accommodations on-site at the Unifor Family Education Centre is on a first come, first served basis. Cancellation must be received 48 hours prior to the May 10, 2024, check-in (3:00 p.m. ET), or you will be billed for the one night of accommodations.

If your delegate wishes to share a room, please ensure they note this on their Registration Form. Please remember to indicate whether a smoking accessible room is required.

All outstanding room and board fees, including spouse and children will be the responsibility of the local union delegates.

Meals are included in the reservation costs listed above, commencing with dinner on Friday, May 10, up to and including lunch on Sunday, May 12.

TRANSPORTATION SERVICES

Transportation to/from Toronto Pearson International Airport

For those requiring transportation to and from the Unifor Family Education Centre and Toronto Pearson Airport, the departure transportation is set for **12:00 p.m. ET on Friday, May 10, from the airport** and the return trip will leave at **11:30 a.m. ET on Sunday May 12 from the Unifor Family Education Centre**. Make sure you arrange your flights according to the bus schedule. The trip is approximately 3 hours each way.

For participants who reside in the Greater Toronto Area and wish to attend but are without personal transportation, can meet at the designated pick-up point at Pearson Airport to utilize this service. Advanced notice will be required.

Please email jessica.glass@unifor.org with the following **information by April 19, 2024 at 5:00 p.m. ET**, otherwise your transportation will not be confirmed:

- Full Name
- Email
- Cell phone number
- Flight number

- Arrival time
- Departure only transportation / Return only transportation / two-way transportation
- No flight but requiring shuttle

CHILD CARE REGISTRATION

Child care is available for children ages 0 – 12 of eligible participants during conference hours only. An eligible participant is a single parent/guardian, a parent/guardian not accompanied by a spouse/companion or where both parents/guardians are delegates.

Delegates requiring child care **must pre-register by 5:00 p.m. ET on April 19th, 2024**. Include the attached child care form with the conference registration form that is returned to the Unifor Family Education Centre. Child Care may be cancelled if there are an insufficient number of children registered by the deadline. Please note there is no charge for on-site child care for the Conference.

If you have any questions regarding child care, please contact Laurie Wright at 1-519-389-3233/1-800-265-3735 Ext 3233 or email fecchildcare@unifor.org.

CONFERENCE AGENDA

Registration will take place from 4:00 pm to 5:30 pm on Friday evening.

Dinner is available between the hours of 5:30 pm and 7:00 pm in the dining hall.

Conference hours: The conference will open with a plenary session Friday evening at 7:00 p.m. The conference will reconvene on Saturday from 8:30 a.m. to 4:30 p.m. with breaks and lunch. The conference will reconvene Sunday morning from 9:00 a.m. to 11:00 a.m. A copy of the Conference Agenda will be included in the kit.

Late Check-in: The Administration Office is open until 9:00 p.m. Delegates arriving after that will ring the buzzer to the left of the door and a security person will let them in and issue a key.

Check-out time: 10:00 a.m. Sunday. Telephone charges are to be paid upon check out.

COVID 19 AND OTHER RESPIRATORY VIRUSES (COLD, FLU, AND/OR RSV) POLICY

If you are feeling sick or unwell, please do not come to the Centre. If you start to feel sick or unwell while at the Centre, notify the Front Desk. Please stay in your room and arrangements will be made for you to return home.

If you need further guidance on the severity of your symptoms. Complete the self-assessment tool located at <https://www.ontario.ca/self-assessment/> and follow their guidelines.

***Join us! This is one conference you don't want to miss!
Space is limited, register today!***

In solidarity,



MIKE BYRNE

National Representative
EFAP Staff Liaison
Unifor Mental Health Advocate

/jg:cope343

ec Lana Payne, Assistants
Unifor National Executive Board
Unifor Staff
EFAP Committee of Unifor Council
Port Elgin Reservations
Port Elgin Child Care